

EDITED KSA LISTING

CLASS: Senior Librarian, C.F.

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
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	Knowledge of:
K1.	Advanced knowledge of the principles of professional library and information sciences to perform required library duties.
K2.	Advanced knowledge of the trends in professional library and information sciences to perform required library duties.
K3.	Advanced knowledge of the standard practices of professional library and information sciences to perform required library duties.
K4.	Advanced knowledge of modern methodologies of professional library and information sciences to perform required library duties.
K5.	Advanced knowledge of modern techniques used in professional library and information sciences to perform required library duties.
K6.	Advanced knowledge of modern terminology used in professional library and information sciences to perform required library duties.
K7.	Advanced knowledge of standard reference materials used in the retrieval of information while performing required library duties.
K8.	Advanced knowledge of library technology (e.g., computers, software/hardware, automated circulation systems, etc.) used in professional library and information sciences to perform required library duties.
K9.	Advanced knowledge of cataloging techniques (i.e., bibliographic and subject cataloging, classification systems) used in professional library and information sciences to perform required library duties.
K10.	Advanced knowledge of research methodologies (e.g., search engines, books, etc.) used in professional library and information sciences to perform required library duties.
K11.	General knowledge of the principles of supervision to direct and manage all aspects of library services and inmate/ward library staff.

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#	Knowledge, Skill, Ability
K12.	Basic knowledge of the Department's Equal Employment Opportunity (EEO) objectives in order to ensure compliance in the workplace.
K13.	Advanced knowledge of the Department's mandate for law library support in order to provide access to the court by inmates/wards.
K14.	General knowledge of the inmate/ward appeal/grievance process in order to effectively respond to inmate/ward complaints.

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#	Knowledge, Skill, Ability
	Skill to:
S1.	Use and explain information tools in order to assist inmate/ward/staff library patrons in the effective use of library services.
S2.	Use and explain library services (e.g., inter-library loan, literacy, reference, readers advisory, etc.) in order to assist inmate/ward/staff library patrons in the effective use of the library.
S3.	Use and explain legal research methods in order to assist inmate/ward/staff library patrons in the effective use of the library.
S4.	Provide appropriate library assistance to inmates/wards/staff in a professional and courteous manner in order to provide equal access for all inmate/ward/staff library patrons.
S5.	Interact/communicate (verbal/written) professionally and courteously with all inmates/wards/staff within the institutional community in order to promote safety and security as required.
S6.	Work effectively in a team environment in order to promote safety and security of the institution and equal access for all inmate/ward/staff library patrons.
S7.	Organize library materials in order to effectively retrieve requested information for all inmate/ward/staff library patrons.
S8.	Organize and prioritize workload (e.g., multitask, adapt to changing priorities and environments, etc.) in order to effectively perform the duties of the job.
S9.	Supervise inmate/wards in order to provide a safe/secure library environment.

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S10.	Apply creativity in the formulation and implementation of needed changes in methods and procedures (e.g., provide vision, etc.) in order to provide continuing direction of library services.
S11.	Provide leadership and direction to staff in the effective use of materials/resources to provide library services.

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	Ability to:
A1.	Lift 20 lbs. of library materials in a safe manner in order to move library materials from one location to another.
A2.	Raise your arms above your head in a safe manner in order to access library materials stored at a location above shoulder level.
A3.	Bend and/or kneel in a safe manner in order to access library materials at floor level.
A4.	Climb stairs/stepstools/ladders in a safe manner at heights up to approximately 8 feet in order to perform the duties of the job.
A5.	Possess adequate visual and hearing acuity to ensure safety/security and perform the essential functions of the job.
A6.	Stand for a prolonged period of time in a safe manner (e.g., to provide library services, maintain a safe and secure environment, etc.) in order to perform the duties of the job.
A7.	Walk for a prolonged period of time in a safe manner (i.e., sufficient to access various institutional locations) in order to perform the duties of the job.
A8.	Work from high tiers (approximately 15 to 60 feet) above the ground in a safe manner in order to perform the duties of the job.

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Special Personal Characteristics:	
SPC1.	All employees must exhibit maturity, good judgment, tact, pleasing personality, and neat personal appearance, sympathetic understanding of and willingness to work with the resident population of a State correctional facility.

Special Physical Characteristics:	
SPhyC1.	Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/wards.

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Willingness Statements:	
WS1.	Willingness to respond to changes in the work unit in a positive, professional manner.
WS2.	Willingness to promote positive, collaborative, professional working relations among co-workers or other staff.
WS3.	Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to other employees, outside consultants, and/or members of the public.
WS4.	Willingness to work professionally with individuals from a wide range of cultural backgrounds.
WS5.	Willingness to work in a team environment to complete assigned work tasks.
WS6.	Willingness to work alternate work schedules.
WS7.	Willingness to work weekend work shifts (that is, Saturday and/or Sunday shifts) on an as-needed, regular, or rotating basis.

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WS8.	Willingness to travel to work sites away from assigned work location, which could require extended hours of work and/or overnight or multiple-day trips.
WS9.	Willingness to work at remote work sites and locations alone or with very little interaction with co-workers and/or others.
WS10.	Willingness to work outdoors in normal weather conditions.
WS11.	Willingness to climb ladders up to heights of approximately 8 feet.
WS12.	Willingness to work from high tiers (approximately 15 to 60 feet) above the ground.
WS13.	Willingness to carry equipment and materials weighing up to 20 pounds to various areas on institution grounds.
WS14.	Willingness to wear protective clothing (e.g., vests, hard hats, glasses/goggles/masks, and appropriate footwear, etc.) as required.
WS15.	Willingness to abide by and adhere to safety policies and procedures (e.g., wear personal alarm, carry whistle, etc.) applicable to specific work assignments.
WS16.	Willingness to comply with annual tuberculosis screening requirements.

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WS17.	Willingness to abide by and adhere to the institutional dress code.
WS18.	Willingness to comply with departmental training requirements.
WS19.	Willingness to report dangerous situations/contraband to supervisors and/or custody staff.
WS20.	Willingness to independently supervise inmate/ward library workers.
WS21.	Willingness to work in a State correctional facility at various custody/security levels.
WS22.	Willingness to work in various mental health settings and programs within the institution.
WS23.	Willingness to work with inmates/wards, including some who may be mentally ill, developmentally/physically disabled, potentially dangerous, infected with contagious diseases (e.g., Hepatitis C, HIV/AIDS, or tuberculosis, etc.) and/or sex offenders.
WS24.	Willingness to work around peace officers armed with chemical agents and/or weapons.
WS25.	Willingness to work with potentially hostile and/or aggressive inmates/wards.

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WS26.	Willingness to participate in departmental legal activities (e.g., serve as an expert witness or material witness, serve as a defendant, etc.).
WS27.	Willingness to actively participate in the peer compliance review process.
WS28.	Willingness to report unethical and/or illegal behavior on the part of departmental staff.
WS29.	Willingness to accept constructive criticism and respond appropriately.
WS30.	Willingness to participate in on-going education specific to your work assignment.